

AN ORDINANCE amending the 1993
Salary Ordinance, AND declaring
new positions "CONFIDENTIAL",

WHEREAS, due to reorganization, there is a need
for an Administrative Assistant, a Executive
Director/Citizen's Complaint Office, a Fleet
Manager/Civilian, Civilian/Records Bureau Supervisor,
Civilian/Manager Technical Services Section, and Drug
Ordinance Coordinator in the Division of Public Safety;

WHEREAS, position descriptions have been
revised and re-evaluated for the Administrative
Assistant, a Executive Director/Citizen's Complaint
Office, a Fleet Manager/Civilian, Civilian/Records Bureau
Supervisor, Civilian/Manager Technical Services Section,
and Drug Ordinance Coordinator;

WHEREAS, Section 40.02 of the City Code
authorizes the City Council to declare a position
"Confidential".

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON
COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That Section 3 of the 1993
Salary Ordinance (S-92-06-22) is amended to add the
following positions:

<u>LABOR GRADE</u>	<u>TITLE</u>
<u>FIRE COMMAND</u>	
13	Administrative Assistant

POLICE CIVILIANS

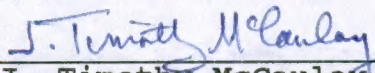
14	Executive Director/ Citizen's Complaint Office
12	Fleet Manager/Civilian
12	Civilian/Manager Technical Services Section
11	Drug Ordinance Coordinator
11	Civilian/Records Bureau Supervisor

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.



Council Member

APPROVED AS TO
FORM AND LEGALITY



J. Timothy McCaulay, City Attorney

Read the first time in full and on motion by Lunsey, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____ day of _____, 19____, at _____ o'clock _____ M., E.S.T.

DATED: 5-25-93

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Schmidt, seconded by _____, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>10</u>	<u>3</u>		<u>1</u>
BRADBURY		<u>✓</u>		
EDMONDS				<u>✓</u>
GiaQUINTA	<u>✓</u>			
HENRY	<u>✓</u>			
LONG	<u>✓</u>			
LUNSEY	<u>✓</u>			
RAVINE	<u>✓</u>			
SCHMIDT		<u>✓</u>		
TALARICO	<u>✓</u>			

DATED: 6-8-93

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) General (GENERAL) (SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. 2-19-93 on the 8th day of June, 1993

ATTEST:
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

(SEAL)
Mark P. GiaQuinta
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 9th day of June, 1993, at the hour of 1:30 o'clock P. M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 10th day of June, 1993, at the hour of 11:40 o'clock P.A. M., E.S.T.

Paul Helmke
PAUL HELMKE, MAYOR

SIGN OFF SHEET FOR JOB DESCRIPTION/JOB LABOR GRADE

TO: PERSONNEL DEPARTMENT

We have reviewed the job description content and concur that it accurately describes the major duties and qualifications of the following position:

POSITION TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: FIRE DEPARTMENT

DATE: _____
Incumbent's Signature

DATE: 3-31-93 Steven C. Hinton Assistant Chief
Supervisor's Signature

DATE: _____
Union Representative's Signature

DATE: 3-22-93 [Signature]
Personnel Representative's Signature

We agree that the appropriate Labor Grade/Wage Rate assigned to this position is correct.

POSITION LABOR GRADE 13

DATE: 3-22-93 [Signature]
Personnel Representative's Signature

DATE: 3-31-93 Steven C. Hinton
Supervisor's Signature

DATE: _____
Union Representative's Signature

Note: Please copy and maintain for your permanent records.

ADMINISTRATIVE ASSISTANT

FIRE DEPARTMENT

Working under the direction of the Fire Chief, incumbent manages the administrative and financial operations, acts as an advisor on financial matters, supervises other administrative employees, assists with budget preparation and monitors and plans operations for special projects as assigned.

DUTIES:

- Performs all accounting functions for the department;
- Supervises four (4) office staff employees;
- Processes all departmental requisitions for expenditures;
- Serves as administrative and financial support for the Fort Wayne Fire Department;
- Acts as an advisor to the Fire Chief on financial matters of the Department and other areas upon request;
- Provides fiscal information to the Fire Chief through the facilitation of updated automated and non-automated reports;
- Attends staff meetings and other related meetings during and after business hours;
- Maintains employee payroll and departmental personnel records;
- Reviews the department's budget monthly;
- Provides major support for budget development activities including research of departmental needs and expenditures related to day-to-day operations of the Fort Wayne Fire Department;
- Prepares annual departmental report;
- Answers telephone for employee, vendor and other administrative questions;
- Performs other duties as required.

REQUIREMENTS:

- Bachelors degree in Business Administration with an Accounting major and one (1) year of fiscal management experience preferred or an Associates degree in Accounting or Business Administration with three (3) years experience in an accounting position with knowledge of accounting practices and theories;
- Communication skills conducive to maintaining optimal working relationships with Division/Department heads and others necessary to carry out the fiscal management function of the Fort Wayne Fire Department;
- Specialized knowledge of the computer with the ability to use complex software programs to their maximum potential, knowledge of QUATRO, Lotus and WordPerfect;
- Ability to utilize spreadsheet application;
- Strong detail orientation contributive to intricate accounting, fiscal, personnel and administrative support activities;
- Ability to develop and project innovative financial and payroll programs designed to expand current programs or to incorporate new ones;

- Strong organizational skills with the ability to prioritize and work independently.

ESSENTIAL FUNCTIONS:

- Performs all accounting functions for the department;
- Supervises four (4) office staff employees;
- Processes all requisitions;
- Serves as administrative and financial support;
- Acts as an advisor to the Fire Chief on financial matters of the Department and other areas;
- Provides major support for budget development activities;
- Advises the Fire Chief on departmental fiscal matters;
- Provides computerized fiscal data to the Fire Chief;
- Attends meetings;
- Maintains employee payroll and department personnel records;
- Reviews the department's budget monthly;
- Prepares annual departmental report;
- Answers telephone for employee, vendor and other administrative questions;
- Strong organizational skills with the ability to prioritize and work independently;
- Effective communication skills both orally and in writing.

DIFFICULTY OF WORK:

Incumbent's work guidelines are generally applicable or only partially relevant where judgement is needed in making significant compromises to fit unusual or complex situations such as managing the administrative and financial operations for the Fire Department. The assigned work is of substantial intricacy involving many considerations usually having conflicting aspects requiring individual treatment. Incumbent is normally seated or walking at will.

RESPONSIBILITY:

Incumbent is responsible for a substantial financial and administrative contribution involving decisions that have to be made as the situation dictates. As the central administrative and financial support personnel for the department, incumbent plays a key role in project and program development and must apply standard accounting skills to all respective duties. As the Fire Chief's aide, incumbent handles highly confidential information and refers unusual problems and concerns to the Chief.

PERSONAL WORK RELATIONSHIPS:

Contacts occur regularly with coworkers, vendors, with the Fire Chief, Administrators, Division and Department Heads to render service, carry out policies and maintain coordination of the office.

SUPERVISION:

Incumbent routinely supervises four office staff including the Executive Secretary VII, Secretary VII, Clerk Typist/Computer Technician and Receptionist.

LICENSE NEEDED: None

IMMEDIATE SUPERVISOR: Fire Chief

SALARY:

EEO CATEGORY: 02

CLASSIFICATION CATEGORY: PAT

UNION: Exempt

WORKER'S COMP CODE: 8810

FLSA: Non-exempt

REVISED: 3/22/93

SIGN OFF SHEET FOR JOB DESCRIPTION/JOB LABOR GRADE

TO: PERSONNEL DEPARTMENT

We have reviewed the job description content and concur that it accurately describes the major duties and qualifications of the following position:

POSITION TITLE: EXECUTIVE DIRECTOR CPD

DEPARTMENT: POLICE DEPT

DATE: _____
Incumbent's Signature

DATE: 5/6/93 T. R. Moore Chief of Police
Supervisor's Signature

DATE: _____
Union Representative's Signature

DATE: 5-6-93 Joe Brooks
Personnel Representative's Signature

We agree that the appropriate Labor Grade/Wage Rate assigned to this position is correct.

POSITION LABOR GRADE 14

DATE: 5-6-93 Joe Brooks
Personnel Representative's Signature

DATE: 5/6/93 T. R. Moore Chief of Police
Supervisor's Signature

DATE: _____
Union Representative's Signature

Note: Please copy and maintain for your permanent records.

EXECUTIVE DIRECTOR

CITIZEN'S POLICE COMPLAINT OFFICE **FORT WAYNE POLICE DEPARTMENT**

Working under the direction of the Deputy Chief, incumbent shall provide Fort Wayne Citizens with fair, effective and credible processes by which persons may address their grievances, concerns and complaints, as they pertain to the Fort Wayne Police Department, by establishing a systematic and positive approach to police-community relations.

DUTIES:

- Manages the Citizen's Police Complaint Office and staff;
- Receives complaints of citizens via phone, walk-in, mail, etc.;
- Reviews and screens complaints filed with the office while determining which complaints merit investigation;
- Meets with Citizens and Officers regarding complaints filed;
- Compiles and disseminates weekly and monthly reports detailing number and type of complaints investigated and their disposition;
- Consults with Internal Affairs Investigators, Chief of Police and Director of the Board of Safety;
- Maintains files and logs of all telephone calls and documentation concerning complaints;
- Handles complete case management including documenting all action taken on cases and updating complainant on status of case;
- Maintains computer file records on all case complaints received by the CPCO Department and their disposition;
- Performs other duties as assigned by the Director of the Board of Safety.

REQUIREMENTS:

- Completion of a Bachelor of Arts or Bachelor of Science Degree in Public Affairs or related areas;
- A Masters of Public Affairs, Law Degree or related degree is strongly encouraged;
- Specialized knowledge of Administrative Law/Criminal Law, Police Procedures and practices;
- Specialized knowledge of principles and practices of the Fort Wayne Police Department;
- Ability to interrelate with citizens and Police Officers;
- Ability to negotiate or settle on compromise agreements among involved parties;
- Ability to communicate effectively orally and in writing with Department Heads, Chief of Police, Board of Safety Director, City Attorney's and the general public;
- Must be skilled in written communications, policies, procedures, correspondence, etc.;
- Ability to negotiate effectively and must be skilled in mediation;
- Broad knowledge of computer filing systems;

- Valid Indiana Driver's License.

ESSENTIAL FUNCTIONS:

- Manages the Citizen's Police Complaint Office and staff;
- Receives complaints of citizens via phone, walk-in, mail, etc.;
- Reviews and screens complaints filed with the office;
- Determines which complaints merit investigation;
- Meets with Citizens and Officers regarding complaints filed;
- Compiles and disseminates weekly and monthly reports;
- Maintains files and logs of all telephone calls;
- Handles complete case management;
- Updates complainant on status of case;
- Maintains computer file records on all complaints and their disposition;
- Ability to maintain a valid Indiana Driver's License.

DIFFICULTY OF WORK:

Incumbent works with generally accepted department guidelines and practices. Judgement and analysis are required to effectively adapt standard methods so as to successfully address concerns and issues involved with providing Fort Wayne Citizens with fair, effective and credible processes to address their grievances, concerns and complaints. Complex decisions must be handled and agreements reached that will satisfy the citizens as well as establish a positive approach to police-community relations. Incumbent's work has a great amount of complexity and unprecedented nature requiring consideration or solutions to organization or future development.

RESPONSIBILITY:

Incumbent is responsible for making substantial contributions involving non-routine decisions and recommendations. General objectives and boundaries are indicated to the incumbent by the supervisor. Decisions and recommendations are reviewed to ensure compliance with departmental policies.

PERSONAL WORK RELATIONSHIPS:

Incumbent has a wide range of contacts including staff and administrators throughout the City and the general public. These contacts involves non-routine cooperative problem solving requiring discussion and persuasion to gain concurrence. Incumbent must also be able to explain or interpret policies and procedures of the Police Department when confronted by a citizen with questions.

SUPERVISION:

Incumbent directly supervises from one to three employees in

the Citizen's Police Complaint Office. Supervision is routine and involves checking subordinates work.

LICENSE NEEDED: Valid Indiana Driver's License.

IMMEDIATE SUPERVISOR: Deputy Chief

HOURS: 8:00 a.m. to 5:00 p.m., may vary depending on need.

SALARY:

EEO CATEGORY: 02

CLASSIFICATION CATEGORY: PAT

UNION: Exempt

WORKER'S COMP CODE: 8810

FLSA: Exempt

REVISED: 5/6/93

SIGN OFF SHEET FOR JOB DESCRIPTION/JOB LABOR GRADE

TO: PERSONNEL DEPARTMENT

We have reviewed the job description content and concur that it accurately describes the major duties and qualifications of the following position:

POSITION TITLE: Fleet Manager/Civilian

DEPARTMENT: Fort Wayne Police Department

DATE: _____
Incumbent's Signature

DATE: 5/4/93 T. R. Moore Chief of Police
Supervisor's Signature

DATE: _____
Union Representative's Signature

DATE: 4/28/93 Barack A. King
Personnel Representative's Signature

We agree that the appropriate Labor Grade/Wage Rate assigned to this position is correct.

POSITION LABOR GRADE 12

DATE: 4/28/93 Barack A. King
Personnel Representative's Signature

DATE: 5/4/93 T. R. Moore Chief of Police
Supervisor's Signature

DATE: _____
Union Representative's Signature

Note: Please copy and maintain for your permanent records.

FLEET MANAGER/CIVILIAN**FORT WAYNE POLICE DEPARTMENT**

Working under the direction of the Deputy Chief/Administrative Division, incumbent supervises maintenance/repair of marked and unmarked Police Department vehicle fleet.

DUTIES:

- Troubleshoots all Fort Wayne Police Department vehicles and equipment malfunctions;
- Schedules and coordinates vehicle service maintenance for all Fort Wayne Police Department vehicles;
- Monitors all non-essential or discretionary repairs of Fort Wayne Police Department Vehicles;
- Tracks and monitors vehicle maintenance expenditures by vehicle and by officer;
- Tracks and monitors the economic life of vehicles (e.g. when does the maintenance cost equal or exceed sales value of vehicle?) for input into Fort Wayne Police Department budgeting requests;
- Develops Police vehicle specifications for bid;
- Transports or oversees transporting of vehicles in need of repair;
- Acts as liaison between City Utilities Garage and the City of Fort Wayne Police Department on a regular basis;
- Works with Deputy Chief of Administrative Division in procuring new vehicles;
- Performs other duties as assigned.

REQUIREMENTS:

- Completion of an Associate Degree in Automotive Engineering or ten years of progressively responsible experience in vehicle service and repair including some supervisory related duties;
- Basic computer knowledge or ability to learn new computer programs (WordPerfect, Quattro Pro);
- Ability to be continually updated on new developments in automotive mechanical trends and maintenance repair methods;
- Ability to organize data for input into computer system and must possess organizational skills contributive to setting priorities, meeting deadlines, etc.;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain an effective relationship with supervisor, C.U. Garage employees, Police Officers, and other members of the Fort Wayne Police Department;
- Specialized knowledge of life of vehicle vs. costs of repairs, etc.;
- Ability to assess necessity of repair requests on vehicles;
- Valid Indiana Driver's License.

ESSENTIAL FUNCTIONS:

- Troubleshoots all Police vehicles and equipment malfunctions;
- Schedules and coordinates all vehicle service maintenance for vehicles;
- Monitors repairs of Fort Wayne Police Department Vehicles;
- Tracks and monitors vehicle maintenance expenditures;
- Tracks and monitors the economic life of a vehicle for budgetary requests;
- Develops Police vehicle specifications for bid;
- Transports or oversees transporting of vehicles in need of repair;
- Acts as liaison between City Utilities Garage and the City of Fort Wayne Police Department;
- Works with Deputy Chief of Administrative Division in procuring new vehicles;
- Ability to maintain valid Indiana Driver's License.

DIFFICULTY OF WORK:

Incumbent performs complex, non-standardized coordination of the motor fleet for the Fort Wayne Police Department. Incumbent must have the ability to apply generalized theories relevant to the assignment of managing a vehicle fleet for the Fort Wayne Police Department. Physical effort may involve heavy lifting, pushing, pulling and bending over short periods of time, incumbent must possess a more than normal visual and hearing acuity required for precision work performed while in abnormal sitting, standing or prone positions during the process of checking police vehicles. Exposure to dirt and grease occurs.

RESPONSIBILITY:

Incumbent makes choices and takes action on varied non-standardized assignments. Incumbent is responsible for scheduling and coordinating vehicle service maintenance of all City of Fort Wayne Police Department vehicles as well as keeping track of repairs, expenditures and tracking and monitoring the economic life of each vehicle in the Department. Errors in decision or work are not subjected to supervisory review, but are revealed in delays, waste of material or damage to equipment that is of a substantial magnitude.

PERSONAL WORK RELATIONSHIPS:

Incumbent has frequent contact with employees at the City Utilities Garage, Police Officers, Supervisor and other Departmental staff. The purpose of contacts are to handle questions, complaints requiring judgment in order to render service, carry out policy and maintain coordination within the Department.

SUPERVISION: Incumbent does not supervise any staff.

LICENSE NEEDED: Valid Driver's License.

IMMEDIATE SUPERVISOR: Deputy Chief of the Administrative
Division

HOURS: 8:00 a.m. to 4:00 p.m.

SALARY:

EEO CATEGORY: 07

CLASSIFICATION CATEGORY: LTC

UNION: Exempt

WORKER'S COMP CODE;

FLSA: Non-exempt

REVISED: 4/28/93

SIGN OFF SHEET FOR JOB DESCRIPTION/JOB LABOR GRADE

TO: PERSONNEL DEPARTMENT

We have reviewed the job description content and concur that it accurately describes the major duties and qualifications of the following position:

POSITION TITLE: Civilian/Manager Technical Services Section

DEPARTMENT: Fort Wayne Police Department

DATE: _____

Incumbent's Signature

DATE: 5-12-93

[Signature]
Supervisor's Signature

DATE: _____

Union Representative's Signature

DATE: 5/12/93

[Signature]
Personnel Representative's Signature

We agree that the appropriate Labor Grade/Wage Rate assigned to this position is correct.

POSITION LABOR GRADE

12

DATE: 5/12/93

[Signature]
Personnel Representative's Signature

DATE: 5-12-93

[Signature]
Supervisor's Signature

DATE: _____

Union Representative's Signature

Note: Please copy and maintain for your permanent records.

**CIVILIAN/MANAGER
TECHNICAL SERVICES SECTION**

**POLICE DEPARTMENT/ADMINISTRATIVE
DIVISION**

Working under the direction of the Deputy Chief of the Administrative Division, incumbent directs the duties of all civilian personnel in Technical Service Operations of the Technical Services Section of the Fort Wayne Police Department. Incumbent supervises IDAC/NCIC entries, inquiry responses and other operations of the Technical Services Section.

DUTIES:

- Performs staffing functions to assure that personnel are available at all times for crime scene processing, information processing and retrieval;
- Provides Chief of Police, through the Deputy Chief of the Administrative Division, with recommendations regarding hiring, transfers, hours of work, issuing discipline and other personnel matters to maintain or upgrade levels of performance;
- Supervises, coordinates and assigns the work of civilian technicians and clerical staff responsible for IDAC/NCIC computer entries, fingerprinting, photographing and gathering evidence at crime scenes;
- Maintains records of employee training for purposes of job performance and security/confidentiality needs;
- Ensures that all police and fire inquiries are properly answered including mail inquiries;
- Prepares crime statistics;
- Ensures that case and information flow procedures comply with case law restrictions;
- Maintains other records accurately;
- Performs other duties as required.

REQUIREMENTS:

- Any combination of education and/or experience equivalent to completion of an Associate's Degree in Criminal Justice, Business Administration or related field and three (3) years experience, including one (1) year in a supervisory capacity, confidential public safety record-keeping;
- Working knowledge of microfilming;
- Specialized knowledge of proper NCIC/IDAC computer entry and inquiry response procedures;
- General knowledge of Public Safety Department's functions and procedures;
- Ability to be cleared by City, State and Federal Agencies for access to classified information;
- Working knowledge of photographing, fingerprinting and evidence gathering;
- Ability to supervise, coordinate and direct the work of assigned employees;
- Ability to make decisions and judgements independently;
- Ability to establish and maintain effective working

- relationships with the public, co-workers and other administrators;
- Valid Indiana Driver's License.

ESSENTIAL FUNCTIONS:

- Assures that personnel are available at all times for crime scene processing and information processing and retrieval;
- Provides Chief of Police with recommendations regarding hiring, transfers, hours of work and issuing discipline;
- Supervises, coordinates and assigns the work of civilian technicians and clerical staff;
- Maintains records of employee training for purposes of job performance and security/confidentiality needs;
- Ensures that all police and fire inquiries are answered;
- Prepares crime statistics;
- Ensures that case and information flow procedures comply with case law restrictions;
- Maintains records accurately;
- Ability to maintain valid Indiana Driver's License.

DIFFICULTY OF WORK:

Incumbent is responsible for directing the work of all civilian personnel in the Technical Services Section of the Fort Wayne Police Department. Incumbent must make choices and take action on a variety of non-standardized assignments. Incumbent makes recommendations regarding hiring, transfers, hours of work, issuing discipline and other personnel matters to maintain or upgrade levels of performance, therefore, incumbent must possess the ability to make practical application of procedures or techniques that are relevant to carry out daily duties. The incumbent is normally seated, standing or walking at will depending on the assignment.

RESPONSIBILITY:

Incumbent is responsible for managing the Technical Services Section of the Fort Wayne Police Department in order that IDAC/NCIC entries, inquiry responses and other operations of the Section are taken care of in a timely but efficient manner. Individual analysis of every situation is required to determine the appropriate course of action to be taken. Errors in decision or incorrect procedures are not readily detected but are revealed through adverse effects on the operations of the Section.

PERSONAL WORK RELATIONSHIPS:

Incumbent has frequent contact with police personnel, other criminal justice agencies and the general public. These contacts involve explanation or interpretation of work to provide service and carry out policies, procedures and to maintain coordination within the department.

SUPERVISION: Incumbent supervises 3 supervisors of the Technical Services Section of the Fort Wayne Police Department. Supervisory duties involves assigning work, checking work and disciplining staff as required.

LICENSE NEEDED: Valid Indiana Driver's License.

IMMEDIATE SUPERVISOR: Deputy Chief/Administrative Division

HOURS: 8:00 a.m. - 4:00 p.m.

SALARY: Labor Grade 12

EEO CATEGORY: 01

CLASSIFICATION CATEGORY: PAT

UNION: Exempt

WORKER'S COMP CODE: 8810

FLSA: Exempt

REVISED: 5/12/93

SIGN OFF SHEET FOR JOB DESCRIPTION/JOB LABOR GRADE

TO: PERSONNEL DEPARTMENT

We have reviewed the job description content and concur that it accurately describes the major duties and qualifications of the following position:

POSITION TITLE: DRUG GRADUANCE COORDINATOR

DEPARTMENT: POLICE/VICE & NARCOTICS

DATE: _____

Incumbent's Signature

DATE: 5-12-93

[Signature]
Supervisor's Signature

DATE: _____

Union Representative's Signature

DATE: 5-12-93

[Signature]
Personnel Representative's Signature

We agree that the appropriate Labor Grade/Wage Rate assigned to this position is correct.

POSITION LABOR GRADE

11

DATE: 5-12-93

[Signature]
Personnel Representative's Signature

DATE: 5-12-93

[Signature]
Supervisor's Signature

DATE: _____

Union Representative's Signature

Note: Please copy and maintain for your permanent records.

DRUG ORDINANCE COORDINATOR

VICE & NARCOTICS DIVISION **FORT WAYNE POLICE DEPARTMENT**

Working under the direction of the Deputy Chief of Vice and Narcotics, incumbent collects tips and sends out notices to landlords with properties in violation of the City Ordinance, keeps all financial records of the office and provides reports.

DUTIES:

- Coordinates all information gathered concerning the City Ordinance against landlords permitting the use of their properties for illegal activities;
- Maintains and collects all citizen, police or Crimestopper tips that are received by the Department in regards to vice and narcotics;
- Sends out notices required to the landlords of the properties in violation;
- Keeps in contact with the City Attorney's Office and provides them with all available information needed to successfully pursue any legal action deemed necessary;
- Establishes, maintains and conducts an education program geared to assist the landlords in proper screening of applicants, property management and dealing with the problems of tenants in violation of the law;
- Testifies in court in regards to any action taken by the City in accordance with the City Ordinance;
- Maintains and conducts record keeping of all financial activities in the Vice and Narcotics Division;
- Manages the Seizure, Investigative, Federal and Office accounts;
- Enters all vouchers and balances the accounts;
- Provides monthly and yearly accounting reports to the Deputy Chief of Vice and Narcotics and to the Chief of Police;
- Performs other duties as required.

REQUIREMENTS:

- High school diploma plus a two (2) year Associate degree or a four (4) year Bachelor's degree in Criminal Justice, Management, Accounting or related field;
- Attendance in specialty schools within the Department or of outside nature are encouraged;
- Working knowledge of the State laws and City Ordinances that will be enforced and followed on a daily basis;
- Specialized knowledge of the City Ordinance that pertains to the illegal use of any property for either narcotics or vice related violations;
- Basic understanding of the inner workings of the Vice and Narcotics Division and the laws they enforce;
- Basic understanding and knowledge of keeping computerized records and accounting reports;
- Effective management skills and the ability maintain good relations with the public;

- Effective communication skills both orally and in writing;
- IDACS Clearance;
- Ability to attain notary public commission;
- Valid Indiana Driver's License.

ESSENTIAL FUNCTIONS:

- Coordinates all information gathered against the landlords;
- Maintains and collects all tips received by the Department;
- Sends out all notices required to landlords;
- Establishes, maintains and conducts an education program geared to assist landlords;
- Testifies in court to actions taken by the City;
- Maintains and conducts record keeping of all the Division's financial activities;
- Manages accounts of the Division;
- Enters all vouchers and balances the accounts;
- Effective management skills and good relations with the public;
- Effective communication skills both orally and in writing;
- Ability to maintain IDACS clearance;
- Ability to maintain valid Indiana Driver's License.

DIFFICULTY OF WORK:

Incumbent works with generally accepted department guidelines and practices. Judgement and analysis are required to effectively adapt standard methods so as to successfully address concerns and issues involved with providing landlords with fair and credible options with properties in violation to the Ordinance. Incumbent's work has substantial intricacy involving variables or considerations with inter-relationships. Incumbent is normally seated or walking at will.

RESPONSIBILITY:

Incumbent is responsible for making substantial contributions involving non-routine decisions and recommendations. General objectives and boundaries are indicated to the incumbent by the supervisor. Decisions and recommendations are reviewed to ensure compliance with departmental policies. Incumbent may inform and request clarifications and instructions from command officers in any manner unclear to him/her and must strictly adhere to the Chain of Command.

PERSONAL WORK RELATIONSHIPS:

Incumbent has a wide range of contacts including staff, administrators throughout the City and the general public. These contacts are to explain, interpret and render service, carry out policies and maintain coordination. Incumbent must adhere to all rules, regulations, General Orders, special orders, command directives, orders, laws and policies affecting the Police Department.

SUPERVISION:

Incumbent does not supervise any staff in this position.

LICENSE NEEDED: IDACS Clearance, Notary Public Commission, Valid
Indiana Driver's License

IMMEDIATE SUPERVISOR: Deputy Chief of Vice and Narcotics

HOURS: 8:00 a.m. - 5:00 p.m., may vary depending on need

SALARY:

EEO CATEGORY: 02

CLASSIFICATION CATEGORY: PAT

UNION: Exempt

WORKER'S COMP CODE: 8810

FLSA: Non-exempt

REVISED: 5/12/93

SIGN OFF SHEET FOR JOB DESCRIPTION/JOB LABOR GRADE

TO: PERSONNEL DEPARTMENT

We have reviewed the job description content and concur that it accurately describes the major duties and qualifications of the following position:

POSITION TITLE: Civilian/Records Bureau Supervisor

DEPARTMENT: Fort Wayne Police Department

DATE: _____
Incumbent's Signature

DATE: 5-12-93 [Signature]
Supervisor's Signature

DATE: _____
Union Representative's Signature

DATE: 5/12/93 [Signature]
Personnel Representative's Signature

We agree that the appropriate Labor Grade/Wage Rate assigned to this position is correct.

POSITION LABOR GRADE 11

DATE: 5/12/93 [Signature]
Personnel Representative's Signature

DATE: 5-12-93 [Signature]
Supervisor's Signature

DATE: _____
Union Representative's Signature

Note: Please copy and maintain for your permanent records.

**CIVILIAN/RECORDS BUREAU
SUPERVISOR**

**FORT WAYNE POLICE DEPARTMENT
ADMINISTRATIVE DIVISION**

Working under the direction of the Bureau of Identification and Records Manager, incumbent directs all civilian personnel in operations of the Bureau of Identification and Records. Incumbent maintains the Department's centralized records management program and acts as custodian of all Departmental records, supervises IDACS/NCIC entries and inquiry responses and other operations of the Records Bureau.

DUTIES:

- Maintains all case records, identification records, criminal history files, the master alphabetical index file, master case number file and other files as deemed appropriate;
- Makes periodic reviews to ensure that all records and reports are prepared in accordance with the Department's Records Bureau Management Policies;
- Maintains an information desk where authorized personnel can obtain copies of records and reports as are proper and lawful;
- Performs staffing functions to assure that personnel are available at all times for information processing and retrieval;
- Provides Chief of Police, through Deputy Chief of the Administrative Division, with recommendations regarding hiring, transfers, hours of work, issuing discipline and other personnel matters to maintain or upgrade levels of performance;
- Supervises, coordinates and assigns the work of civilian technicians and clerical staff responsible for IDACS/NCIC computer entries, fingerprinting, microfilming, and prisoner processing;
- Ensures all police and fire inquiries are properly answered including mail inquiries;
- Ensures that case and information flow procedures comply with case law restrictions;
- Maintains other records accurately;
- Performs other duties as assigned.

REQUIREMENTS:

- Completion of a high school degree with a minimum of one (1) year of general office and typing experience;
- Attendance of special schools related to the records keeping function, computer operations, or records storage and retrieval is encouraged;
- Ability to pass the IDACS Terminal Operator course with a score of seventy percent or higher is required;
- Ability to communicate clearly both verbally and in writing;
- Ability to perform more than one task at a time;
- Ability to work well with others;
- Ability to learn general regulations governing public safety

- communications;
- Ability to understand principles and laws regarding confidentiality;
- Shall not have been convicted of any felony, any crime of moral turpitude or any crime related to interference with law enforcement personnel or government operations;
- Valid Indiana Driver's License.

ESSENTIAL FUNCTIONS:

- Maintains case records and other files as deemed appropriate;
- Makes reviews to ensure records and reports are prepared in accordance with Policies;
- Maintains information desk;
- Assures that personnel are available for information processing and retrieval;
- Supervises, coordinates and assigns the work of civilian technicians and clerical staff;
- Ensures police and fire inquiries are properly answered;
- Ensures that case and information flow procedures comply with case law restrictions;
- Maintains records accurately;
- Ability to maintain valid Indiana Driver's License.

DIFFICULTY OF WORK:

Incumbent is responsible for directing the work of all civilian personnel assigned to the Bureau of Identification and Records Division of the Fort Wayne Police Department. Incumbent makes choices and takes action on a variety of non-standardized assignments. Incumbent makes recommendations regarding hiring, transfers, hours of work, issuing discipline and maintains requisite employee training for purposes of job performance, security/confidentiality and other personnel matters pertaining to the Bureau of Identification and Records Division. Incumbent must possess the ability to make practical applications of procedures or techniques that are relevant to carry out daily duties. The incumbent is normally seated, standing or walking at will depending on the assignment.

RESPONSIBILITY:

Incumbent is responsible for supervising civilian staff of the Bureau of Identification and Records Division of the Fort Wayne Police Department and maintaining the Department's centralized records management program acting as the custodian of all Departmental records except those excluded as follows: Intelligence, Internal Affairs, Administrative Files, and those others as may be delineated by the Chief of Police or the Director of Public Safety. Individual analysis of every situation is required to determine the appropriate course of action to be taken. Errors in decision or incorrect records procedures are not immediately apparent but are revealed through

adverse effects on the operations of the Division.

PERSONAL WORK RELATIONSHIPS:

Incumbent has frequent contact with police personnel, other criminal justice agencies and the general public. These contacts involve explanation or interpretation of work to provide service and carry out policies, procedures and to maintain coordination within the department.

SUPERVISION: Incumbent supervises all civilian employees of the Bureau of Identification and Records Division. Supervisory responsibilities are moderately complex and involves issuing discipline, hiring and checking assignments.

LICENSE NEEDED: Valid Indiana Driver's License.

IMMEDIATE SUPERVISOR: Bureau of Identification and Records Manager

HOURS: 7:30 a.m. - 3:30 p.m.

SALARY: Labor Grade 11

EEO CATEGORY: 01

CLASSIFICATION CATEGORY: PAT

UNION: Exempt

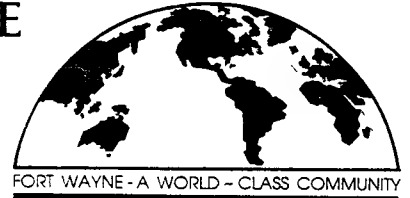
WORKER'S COMP CODE: 8810

FLSA: Exempt

REVISED: 5/12/93



THE CITY OF FORT WAYNE



FIRE DEPARTMENT

Paul Helmke
Mayor

April 26, 1993

City of Fort Wayne
Council Members
City Council Chambers

Dear Council Member;

93-05-21

During the 1993 budget session, reorganization of the Fire Department was discussed. As part of the reorganization an Assistant Chief position would be eliminated in favor of a civilian being hired. The civilian position was approved in the budget as an Administrative Assistant. The position of Administrative Assistant would not be filled until the Assistant Chief position was vacated. The Department will be in the position shortly to execute the changes needed.

The Administrative Assistant would be in charge of all financial and general administrative operations of the Fire Department. These job assignments are currently done by Assistant Chief Hinton.

There are several advantages in this move.

1. Frees up a fire fighter to do assignments more closely related to fire fighting operations.
2. Provides stability to financial and general administration of the department during administrative changes.
3. Saves the department approximately \$10,000.

The Administrative Assistant was inadvertently left out of the 1993 Salary Ordinance.

We are requesting that you approve this addition to the Salary Ordinance so that reorganization of the Fire Department may continue.

Sincerely,

Robert Barnes

Robert Barnes
Fire Chief

An Equal Opportunity Employer
One Main Street, Fort Wayne, Indiana 46802



FORT WAYNE POLICE DEPARTMENT
One Main Street
Fort Wayne, Indiana 46802
(219)427-1230 FAX (219)427-1392



T. Neil Moore
Chief of Police

Paul Helmke
Mayor

May 7, 1993

Fort Wayne City Council
1 Main Street
Fort Wayne, IN 46802

To Members of City Council:

The Fort Wayne Police Department is requesting the following changes or amendments to the Salary Ordinance as follows:

1. Civilian/Technical Services Section Supervisor changed to Civilian/Technical Services Section Manager.
2. Civilian Records Bureau Supervisor.

These additions position the Fort Wayne Police Department to move toward total civilianization effort in the Records Bureau. Item one is simply a name change that corresponds in function to a civilian manager for this unit. This position has been retained in all salary ordinances since 1988.

Item two would provide three supervisors (one per shift) to allow adequate civilian supervision of this unit and replace police supervisors.

3. Drug Ordinance Coordinator.

This civilian position must take effect immediately. The Drug House Ordinance requires continuing oversight, maintenance of records, and coordination with the public to maximize the effectiveness of the ordinance. Position will be paid for with seized funds from 7/1/93 through the end of the year. General budget funding in 1994.

4. Citizen Police Complaint Intake.

Salary approval was obtained for 1993 to staff this position with a civilian employee. This individual secures the initial complaints regarding police officers from citizens. This concept promotes a more open access to our citizens.



Accredited by the Commission on Accreditation for Law Enforcement Agencies, Inc.

5. Fleet Manager.

The Fort Wayne Police Department operates the largest fleet of vehicles in City government. Pursuant to Council inquiry and consistent with the Garage Study recommendation, this position is required to provide daily monitoring of vehicle maintenance and repair, coordination of repair schedules and other duties necessary to reduce garage and maintenance expense.

Thank you for considering these requests.

Sincerely,

A handwritten signature in black ink, appearing to read "Neil Moore", with a stylized, flowing script.

Neil Moore
Chief of Police

NM:mo

DIGEST SHEET

TITLE OF ORDINANCE GENERAL

DEPARTMENT REQUESTING ORDINANCE BOARD OF SAFETY/PERSONNEL

SYNOPSIS OF ORDINANCE ADDS THE FOLLOWING POSITIONS TO THE 1993
SALARY ORDINANCE:

1. ADMINISTRATIVE ASSISTANT;
2. EXECUTIVE DIRECTOR/CITIZEN'S COMPLAINT OFFICE;
3. FLEET MANAGER/CIVILIAN;
4. CIVILIAN/MANAGER TECHNICAL SERVICES SECTION;
5. DRUG ORDINANCE COORDINATOR;
6. CIVILIAN/RECORDS BUREAU SUPERVISOR

EFFECT OF PASSAGE POSITIONS MAY BE ADDED.

EFFECT OF NON-PASSAGE POSITIONS MAY NOT BE ADDED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) _____

ASSIGNED TO COMMITTEE (PRESIDENT) _____

BILL NO. 8-93-05-21

REPORT OF THE COMMITTEE ON
FINANCE

ARCHIE L. LUNSEY & DONALD J. SCHMIDT - CO-CHAIRPERSONS
HENRY, EDMONDS, LONG

WE, YOUR COMMITTEE ON FINANCE TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) amending the 1993
Salary Ordinance, and declaring new postions "CONFIDENTIAL"

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID
(ORDINANCE) (~~RESOLUTION~~)

DO PASS

DO NOT PASS

ABSTAIN

NO REC

[Handwritten signatures: Archie L. Lunsey, Donald J. Schmidt, Henry, Edmonds, Long]

DATED: 6-8-93

Sandra E. Kennedy
City Clerk